

PERSON SPECIFICATION
HR Advisor
Vacancy Ref: N1943

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Qualifications		
CIPD Level 3 (Certificate in Personnel Practice) or equivalent experience/qualification	Essential	Supporting Statements/ Application Form
Willingness to work towards CIPD level 5 (if not already achieved) and achieve within 2 years of appointment	Essential	Supporting Statement
Effective numeracy, literacy and word processing skills (GCSE Maths and English, Grade C and above or equivalent)	Essential	Application Form
Associate Member of the CIPD	Desirable	Application Form
Experience, Skills and Abilities		
Experience of working in an HR environment	Desirable	Application Form/ Interview
An understanding of employment law and HR best practice	Essential	Supporting Statements/ Interview
Ability to interpret data and present this verbally and in writing	Essential	Interview
Ability to provide advice and guidance on HR policies and procedures and terms and conditions of employment	Essential	Supporting Statements/ Interview
Excellent IT skills with a working knowledge of Microsoft Office	Essential	Application Form/ Interview
Ability to communicate effectively with a wide range of people both verbally and in writing	Essential	Supporting Statements/ Interview
Team player to deliver efficient and effective services	Essential	Supporting Statements/ Interview
Pro-active and positive approach to continuous improvement	Essential	Interview
Well developed organisational skills and ability to manage competing deadlines	Essential	Supporting Statements/ Interview
Experience of advising managers on a range of employee relations issues	Essential	Supporting Statements/ Interview
Experience of working with the trade unions	Desirable	Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.